



STATE SURPLUS PROPERTY DISPOSAL

SURPLUS PROPERTY

SFN 2426 (Rev. 05-2002)

Phone: 328-9665 FAX: 328-9669

Item Number (Leave Blank)

A. TO BE COMPLETED BY DISPOSING AGENCY

Agency		Location of the Property		Date	Telephone
Complete Description of Item (Please list only like items per form.)					
Date Purchased	Original Cost	Agency Inventory Number	<input type="checkbox"/> GOOD - Usable without repair <input type="checkbox"/> FAIR - Usable, may need repair <input type="checkbox"/> POOR - Will need major repairs <input type="checkbox"/> SCRAP - Material content value only		
Purchased with monies from <input type="checkbox"/> General Fund <input type="checkbox"/> Special Fund <input type="checkbox"/> Federal Fund					
Is the current value of this asset \$400 or more? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Has another state agency expressed interest in this property? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Agency		Person		Telephone	
TRANSFERRED TO STATE SURPLUS PROPERTY					
Date		Authorized Representative			

B. TO BE COMPLETED BY SURPLUS PROPERTY

<input type="checkbox"/> Received by State Surplus Property for disposition.					
Date		Signature			
METHOD OF DISPOSITION:					
<input type="checkbox"/> TRANSFERRED <input type="checkbox"/> SOLD <input type="checkbox"/> DESTROYED <input type="checkbox"/> OTHER	Amount \$	TO			
	Address	City	State	Zip Code	
	Describe				
I certify property listed in Part A was disposed of according to Section 54-44-04.06 of the North Dakota Century Code by Surplus Property.					
Date		Surplus Property			

INSTRUCTIONS:

- Use a separate form for each item. Multiple quantities of like items may be listed on one form.
- Check the condition of an item as accurately as it is known.
- If using the form from the e-forms website, securely tape a signed copy of it to the item.
Do not tape the original to the item. Send or fax the original (**send one or the other**) to the Surplus Property office.
- If using the multiple NCR form, retain the gold copy for your files, tape the pink copy to the item, and send the remaining copies to the Surplus Property Office.
- Property that doesn't have a disposal form attached to it will not be picked up.